

Pelham Summerfest 2013 Committee Meeting

May 1, 2013, 2013 – North Wing Committee Room 4:30 pm

Agenda Item	Discussion/Notes	Action and Responsibility
<ul style="list-style-type: none"> • Welcome – Bea Clark, Pelham Active Transportation Committee, Chair • Todd Barber, Chair, Downtown Beautification Committee • John Wink, Past Chair, Pelham Business Association • Kathleen Goodman, Director with Welland/Pelham Chamber of Commerce • Vickie vanRavenswaay, Director of Recreation, Culture & Wellness • Sally Jaeger, Admin. Assistant, Recreation, Culture & Wellness • Regrets: Councillor Gary Accursi 	<p>In attendance:</p> <p>Todd Barber Sally Jaeger Vickie vanRavenswaay John Wink Bea Clark Kathleen Goodman Natalie Stickles - Partial</p> <p>Regrets: Gary Accursi</p>	
<p>1. Additions to the Agenda</p>	<p>None</p>	
<p>2. Adoption of Agenda</p>	<p>Agenda adopted as circulated Moved by: John Seconded by: Todd CARRIED</p>	
<p>3. Approval of Minutes</p>	<p>Minutes of Apr 24/13 approved Moved by: Kathleen</p>	<p>Approved minutes to be forwarded to Council –</p>

	Seconded by: Todd CARRIED	Sally
4. Pelham’s Night of Art – Community Art Project – Todd/Sally	Todd presented the community art idea to the sub-committee last night. They approved moving forward with it. Will need to take it to Council for their approval. Motion to proceed by Kathleen, seconded by John, Carried Sub-committee would like to know costs associated with erecting the supporting structure	Vickie to prepare issue sheet for May 21/13 meeting Todd
5. Media/Promotion – Natalie Stickles	Bea & Vickie met with student. Does not appear to be the right fit for us. Todd gave a re-cap of meeting with Natalie and Committee discussion of April 24. Vickie confirmed hiring on per/hour or contract basis is ok with Finance. Natalie joined the meeting at 5pm and presented her portfolio and background experience. Committee discussed what would be required for this year	Sally will put together package of articles, materials etc. from 2012 for Natalie to establish

		scope and prepare an outline for Committee to consider at next meeting
6. Food & Beverage Subcommittee update - Vickie	Vickie gave recap of subcommittee's first meeting. Would like Committee to approve confirming returning vendors. Committee approved	
7. Sponsor Update	Bea has contacted Pelham members of WPCC re sponsorship	Sally & Bea will update list and sort out who should be on website now
8. Vendor Applications	Issue re face painting was raised by vendor and discussed – decision made to cancel free face painter in Kids Zone 21 applications received – will start confirming – still taking applications until May 31	Gary to follow up
9. Budget	Vickie presented draft of budget reports that can be produced by Finance. Committee would like to see “committed” amounts added	Vickie to follow up with Kate for next week
10. Critical Path	Reviewed and in good shape	
11. Other Business:	Vickie advised of staffing changes –	

	Julie will now be programmer – Jessica will likely be MYAC contact	
12. Next Meeting: * Wednesday May 8, 4:30pm Council Chambers * Agenda items?	Wednesday, May 8, 4:30 pm Friday Night vendors Media buys – Mara Budget Frozen drinks Layout??	
7. Adjournment	Meeting adjourned – 6:35pm Todd/John	